



# CITY OF HOUSTON

## Job Posting

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| 1  | <b>SL/CMD</b>   |
| 2  | <b>Applications accepted from:</b>  |
| 3  | <b>ALL PERSONS INTERESTED</b>   |
| 4  | <b>Job Classification</b>   |
| 5  | <b>DIVISION MANAGER</b>   |
| 6  | <b>Posting Number</b>   |
| 7  | <b>PN# 109908</b>   |
| 8  | <b>Department</b>   |
|    | <b>Department of Public Works &amp; Engineering</b>   |
|    | <b>Planning and Development Services Division</b>   |
|    | <b>Real Estate Branch, Appraisal Section</b>  |
|    | <b>Section</b>  |
|    | <b>Reporting Location</b>   |
|    | <b>611 Walker *</b>   |
|    | <b>Workdays &amp; Hours</b>   |
|    | <b>M – F , 8 a.m. – 5 p.m.*</b>   |
|    | <b>*Subject to change</b>   |
| 9  | <b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b>   |
|    | Directs the management, coordination, implementation, administration and operation of various systems, plans and projects associated with the completion of property appraisals for public projects. Manages, trains, develops, counsels, and evaluates staff performance. Prepares, reviews, approves and responds to written communications with the public, assigned staff, City personnel and other entities. Assists in the design and implementation of special systems, plans and projects. Establishes policies, procedures, guidelines and project schedules. Researches, reviews and evaluates new data, reports, products and other information. Acts as liaison to other departments, government agencies and private sector entities related to the appraisal function. Reviews, evaluates, selects and implements appraisal-related hardware and software products. Assists in obtaining and explaining technical and non-technical information. Develops and interprets codes, ordinances and specifications. Drafts and reviews proposed contracts, letters of agreement and amendments. Provides technical advice, consultation and support to the department. Develops methodologies for creating project data. Handles special projects, feasibility studies and other duties as assigned by the Assistant Director. |
| 10 | <b><u>WORKING CONDITIONS</u></b>  |
|    | This position is usually physically comfortable the individual has discretion about walking, standing, etc. There are usually no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.   |
| 11 | <b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b>  |
|    | Requires a Bachelor's degree in Business Administration, Accounting, Real Estate, Engineering or a field closely related to the activities of the division.   |
| 12 | <b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b>   |
|    | Seven years of progressive professional experience closely related to the activities of the division are required, with at least three of the years in a supervisory capacity. A Master's degree in Business Administration, Public Administration or a closely related to the activities of the division may be substituted for two years of experience. Directly related professional experience may be substituted for the education on a year-for-year basis.   |
| 13 | <b><u>MINIMUM LICENSE REQUIREMENTS</u></b>  |
|    | Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).  |
| 14 | <b><u>PREFERENCES</u></b>   |
|    | Preference will be given to candidates with public sector real property appraisal experience and/or candidates with appraisal experience in a supervisory or managerial role.   |
| 15 | <b><u>SELECTION/SKILLS TESTS REQUIRED</u></b>   |
|    | None<br>However, the Department may administer a skill assessment evaluation.   |
| 16 | <b><u>SAFETY IMPACT POSITION</u></b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  |
|    | If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.   |
| 17 | <b><u>SALARY INFORMATION</u></b>  |
|    | Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:<br><b>Salary Range - Pay Grade 29</b><br>\$2,2262 - \$3,016 Bi-weekly \$49,010- \$88,192 Annually  |
| 18 | <b><u>OPENING DATE</u></b>  |
|    | April 19, 2006  |
| 19 | <b><u>CLOSING DATE</u></b>  |
|    | Open Until Filled   |
| 20 | <b><u>APPLICATION PROCEDURES</u></b>  |
|    | Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 <sup>st</sup> floor. Successful candidates will be notified of their application status. <b>Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7734. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b>  |
|    | An equal opportunity employer   |

